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Memorandum

TO: BATA Oversight Committee

Date: May 7, 2008

FR: Executive Director

RE: Contract: Cash Counting Services and Banking Services

Staff recommends that the Executive Director be authorized to negotiate and enter into a five year contract with Union Bank of California (UBOC) to provide cash counting, cash collection and banking services for the seven state owned bridges in the San Francisco Bay Area in an amount not to exceed \$900,000 per year.

Background

In 2004, Union Bank of California was selected as the bank to provide cash counting, cash collection and vault services for the seven state-owned bridges. The UBOC contract was extended for two additional years from fiscal year 2006 thru 2008.

A Request for Proposal (RFP) was issued in March seeking qualified banks to provide cash counting, cash collection, and vault services. The RFP requested the banks to certify to minimum qualifications, including:

- Bank shall have a minimum of ten (10) years experience providing cash counting experience.
- Bank has an asset base of at least \$1 billion.
- Bank shall provide an in-house cash counting facility that includes a bank vault.
- Bank has significant presence in the State of California as demonstrated by the following:

Bank shall have in house cash counting services located in San Francisco Bay Area.

Bank shall have customer service group and account manager dedicated to the BATA account located in the San Francisco Bay Area.

- Bank shall have capability and resources to provide count and verification of toll receipts within two (2) business days of receipt of deposit by bank.

Two firms responded to the RFP:

Union Bank of California (UBOC)
Mechanics Bank

A review panel evaluated each of the proposals based on the following factors:

- Bank and staff qualifications and experience in cash counting with emphasis on government entity accounts
- Accuracy and clarity of RFP response
- Reporting capabilities by bridge and collector
- Client references
- Cost effectiveness

The maximum score was 25 with UBOC rated at 23 and Mechanics Bank rated 13. Based on these scores, the panel recommended UBOC as the choice to provide cash counting, cash collection and vault services. UBOC also proposed a 10% discount to the amount in 2008 pricing. Given the quality of the proposal, offered discount, and the excellent service UBOC has provided under the current contract, staff recommends awarding the contract to UBOC at a cost not to exceed \$900,000 per year (down from \$1 million in 2008).

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and execute a five-year contract in an amount not to exceed \$900,000 per year (for a total contract value not to exceed \$4,500,000).

Steve Heminger

REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Contract

Work Item No.:	1254
Vendor:	Union Bank of California San Francisco, CA
Work Project Title:	Cash Collection and Counting Services
Purpose of Project:	To provide cash collections, cash counting, banking and vault services for the seven state owned bridges
Brief Scope of Work:	To provide cash collections, cash counting, banking and vault services for the seven state owned bridges
Project Cost Not to Exceed:	\$900,000.00 per year
Funding Source:	Tolls
Fiscal Impact:	Project costs are consistent with funds programmed and budgeted in the BATA Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with Union Bank of California to provide cash collection, cash counting, banking and vault services and the Chief Financial Officer is directed to set aside funds up to \$900,000 for such contract.
BATA Oversight Chair:	<hr/> Steve Kinsey
Approved:	Date: May 14, 2008